



Vacancy Notice

Department:	Program Directorate
Division:	Multicountry Programs Division 1
Post:	Program Officer
Classification:	Professional Category
Salary Level:	Competitive salary and benefit package based on experience
Term:	Fixed-term appointment for two years, with the possibility of reappointment based on performance and upon mutual agreement

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 21 members. With a Secretariat located in Tokyo, Japan, the APO contributes to sustainable economic development in the region as guided by its vision for inclusive, innovation-led productivity growth in the Asia-Pacific.

The APO is inviting applications from individuals with strong qualifications, experience, and the required mindset to join its Secretariat in Tokyo. Applicants must be nationals of APO member economies. Applications from women candidates are encouraged.

I. Duties:

Under the direction and general supervision of the Principal Officer, Program Directorate, reporting to the Head of Division, the Program Officer is responsible for contributing various inputs in support of the development, implementation, evaluation, and reporting of specific programs and projects, mainly in but not limited to agriculture, food, and rural development and general areas of productivity and socioeconomic development.

Specific Duties:

1. Coordinate and monitor the execution of assigned multicountry projects mainly in agriculture, food, and rural development with additional projects related to the manufacturing, service, and public sectors in line with project work plans, implementation schedules, and budgets;
2. Research and analyze new subjects in agriculture, food, and rural development to support the development of programs and projects for inclusion in the annual and two-year programs;
3. Contribute to the identification and development of initiatives to enhance the capacities and competencies of National Productivity Organizations (NPOs) and relevant institutions in member economies, including selecting and summarizing background information, assessing local contexts, and drafting segments of proposals and other required documents;
4. Implement assigned projects including providing support for the timely start of project phases or components, taking action with respect to logistic and administrative arrangements, cooperating with relevant authorities and partners, and identifying problems or challenges and proposing corrective actions;
5. Participate in project monitoring and evaluation and prepare inputs to support project reporting requirements;
6. Work in assigned cross-functional teams to help deliver collective APO/Secretariat outcomes;

7. Support and guide the work of General Service staff in close consultation and coordination with the Division Head;
8. Prepare technical inputs to support activities involving APO members, including the annual APO Governing Body Meeting and Workshop Meeting of Heads of National Productivity Organizations, and manage communications with assigned members as the country officer; and
9. Perform such other duties as may be assigned by the Division Head or Principal Officer.

II. Minimum Qualifications:

The following four broad criteria comprising education, experience, mindset, and language and communication skills will be used as preliminary indicators for shortlisting candidates. Selection of those on the shortlist will include written exercises and interviews.

1. Education:

- A bachelor's degree in the field of agriculture with majors including agrifood value chains, rural development, engineering, science, economics, business administration, technology management, environmental management, or related fields from a reputable college or university.
- Knowledge of econometrics and statistics, particularly of productivity indicators, will be an advantage.
- A higher degree in the above fields with a strong research background or other relevant internationally recognized professional qualifications/certification will be an advantage.

2. Experience:

- A minimum of eight years of experience with demonstrated ability in project management in government, international organizations, public/private enterprises, or training institutes and institutions of higher learning with experience in international collaborations.
- Basic knowledge of productivity tools, techniques, and methodology, supported by practical onsite experience in designing and implementing productivity enhancement initiatives in the manufacturing, service, agriculture, or public sector.
- Experience in a multicultural work setting, with an emphasis on respecting diversity.

3. Mindset:

- Strategic, innovative thinker with strong analytical abilities.
- Ability to multitask, undertake cross-functional work, and deliver results under tight deadlines.
- Consultative, with a strong teamwork and team-building orientation.
- Attention to quality, accuracy, and details.
- Respect for cultural diversity.

4. Language and Communication:

- High level of proficiency in both written and spoken English and strong report drafting and writing abilities are essential.
- Excellent communication skills with proven ability to deliver focused presentations to broad-based audiences including through virtual platforms.
- Proficiency in Japanese language will be an advantage.